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Letter to AALL Chapter Presidents regarding Chapter annual reports, March 25, 1966

Jane Hammond

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March 25, 1966

Dear Chapter President:

Please accept my apologies for being so late in notifying you that annual reports of the Chapter are due. When I sent out the attached notice to committee chairman, I simply forgot to include chapter presidents in the mailing.

If at all possible, please get your report to Dick Dahl by March 31.

Again my apologies for the lack of notice.

Sincerely yours,

Jane L. Hammond
Jane L. Hammond,
Secretary

JLH:m

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March 3, 1966

Annual Report time has arrived.

Please have your report in the mails as soon as possible. The editor of the Law Library Journal must have your report by March 25, if it is to be printed in the May issue and in the hands of the membership before the Annual Meeting.

Six copies of the report should be prepared:

- ✓ a. The original copy to be send to me, for the permanent records.
- OK b. Two copies to be sent to Richard C. Dahl, Editor, Law Library Journal, Supreme Court Law Library, Temple of Justice, Olympia, Washington.

N.B. Printed reports are limited to 300 words. If your report exceeds this limit, please submit copy edited to 300 words to Mr. Dahl. If you do not edit, your permission for him to edit will be presumed.

- ✓ c. One copy to be sent to Arthur A. Charpentier, President, American Association of Law Libraries, Association of the Bar of the City of New York, 42 W. 44th Street, New York, N.Y. 10036.
- d. One copy to your liaison officer. Oscar F. Miller
- ✓ e. One copy for the Committee files in your custody.

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All carbon copies must be distinct.

Jane L. Hammond